DEPARTMENT OF THE NAVY
COMMANDER, NAVAL AIR FORCES
SAN DIEGO, CA 92135-7051

CHIEF OF NAVAL AIR TRAINING
CORPUS CHRISTI, TEXAS 78419-5041

COMNAVAIRFORINST 3722.5
N37
CNATRAINST 3722.2
N332
16 JUN 2005

COMNAVAIRFOR INSTRUCTION 3722.5/CNATRA INSTRUCTION 3722.2

From: Commander, Naval Air Forces
To: Distribution

Subj: AIR TRAFFIC CONTROL (ATC) NAVAL AIR TRAINING AND OPERATING
        PROCEDURES STANDARDIZATION (NATOPS) EVALUATION PROGRAM

Ref: (a) NATOPS Air Traffic Control Manual {NAVAIR 00-80T-114}
        (b) OPNAVINST 3710.7T
        (c) COMFLTFORCOM MSG 091737Z DEC 03 Air Traffic Control
            and Landing Aids

Encl: (1) Proposed Schedule of Events
        (2) ATC Orientation Briefing
        (3) GEM Orientation Briefing
        (4) Sample Report of Evaluation Findings
        (5) Sample Report of Corrective Action

1. Purpose. To establish policies and objectives of the Air
Traffic Control (ATC) Naval Air Training and Operating Procedures
Standardization (NATOPS) Evaluation Program. This program is
established in compliance with reference (a), and to meet the
NATOPS evaluation requirements of reference (b).

2. Cancellation. COMNAVAIRPAC/COMNAVAIRLANTINST 3722.5 and
CNATRAINST 3722.1E

3. Administrative Remarks. This instruction contains extensive
revisions, additions, and deletions therefore individual
paragraph markings have not been included. Due to extensive
changes this instruction should be read in its entirety.

4. Background. The sophistication of naval aviation, coupled
with the continuing expansion of adjacent civilian flight
activity, requires an active role by all levels of the chain of
command to ensure ATC services and airspace management are
provided with the highest degree of safety and professionalism.
To assist in this endeavor, an ATC NATOPS Evaluation Team has
been established for the purpose of ensuring: personnel

staffing, qualifications, certification and performance meet prescribed standards; procedures used are consistent with directives from higher authority; and the material condition of Naval Air Traffic Control, Air Navigation Aids and Landing Systems (NAALS) associated equipment are adequate for the services being provided. ATC NATOPS Evaluations are conducted by COMNAVAIRPAC, COMNAVAIRLANT, and CNATRA (hereafter referred to as TYCOMs) as directed in reference (c).

5. Scope. TYCOMs shall conduct biennial ATC NATOPS Evaluations at Naval activities providing ATC services. These evaluations measure a facility's ability to perform its mission in relation to operational tasking, special use airspace management, and flight activity under its cognizance. Evaluations shall be conducted in functional areas including administration, training, control tower, flight planning, radar, airspace, scheduling and Ground Electronics Maintenance (GEM). Observations within each area shall be in the form of subjective and objective remarks with an overview at the conclusion. Negative observations require explanatory remarks.

6. Goals. The overall goal of the ATC NATOPS Evaluation Program is to provide assistance, as necessary, to ensure commands safely and professionally satisfy operational tasking in relation to ATC services/airspace management. This goal is measurable and attainable, and will assist the commands in performing their mission. Reference (a) contains a comprehensive checklist, which can be used at any time by a facility for self-evaluation. This checklist provides general guidelines for areas that may be covered by the ATC NATOPS Evaluation Team.

7. Team. The ATC NATOPS Evaluation Team shall normally consist of three members of the TYCOM Staff who have specialized training and experience related to ATC and GEM. Other organizations/ commands, including Naval Representative to the FAA, Naval Safety Center, Federal Aviation Agency, etc., may be requested to provide additional team members as required. The ATC NATOPS Evaluation team shall be under the cognizance of the TYCOM Air Traffic Control Officer.

8. Procedures. Enclosure (1) contains the Schedule of Events (SOE) for a typical ATC NATOPS Evaluation. Enclosures (2) and (3) provide outlines to be used by the command's ATC Facility Officer (ATCFO) and GEM Officer in preparing an orientation briefing for the evaluation team. Following the orientation briefings, the team shall evaluate the ATC Facility and GEM Division, by functional area, with the assistance of command personnel. After completing the evaluation, the team shall prepare a preliminary Report of Evaluation Findings. The

preliminary report and a debriefing shall be presented to the Commanding Officer and interested personnel prior to the team's departure. Additional evaluations shall be accomplished whenever deficiencies that may affect flight safety are found in one or more functional areas.

9. <u>Definitions</u>. For the purpose of this instruction, the following terms are defined:

    a. Major Deficiency. A major deficiency exists when any of the following occurs:

       (1) Appropriate action to correct a previously documented deficiency has not been taken.

       (2) A deficiency that is in direct violation of a governing directive and such violation has a direct impact on safety of flight, personnel safety and/or mission accomplishment.

    b. Minor Deficiency. A minor deficiency exists when the implementation of a governing directive is incomplete. A minor deficiency does not jeopardize mission accomplishment; however, it does result in a less efficient organization.

Note: Deficiencies (major or minor) require reference to a directive from higher authority.

    c. Comments/Recommendations. Items that do not fit the definition of a "deficiency" but would improve overall effectiveness/efficiency and are considered worthy of command attention. Comments/recommendations are advisory in nature, and shall be acted upon by the individual command as deemed appropriate. Follow-up reports are not required.

    d. Commendatory items. Items that far exceed the performance of traditional Navy standards.

10. <u>Informal Evaluations</u>. Commands may request an informal evaluation when desired. TYCOMs shall provide this evaluation dependent upon availability of the team members. The informal evaluation shall be in the form of an assist visit, and does not fulfill the requirements for the biennial evaluation. The requesting command can tailor the informal evaluation to meet specific needs.

11. <u>Reports</u>. TYCOMs shall forward a Report of Evaluation Findings, using the format in enclosure (4), to the Commanding Officer within 15 working days after the conclusion of the NATOPS

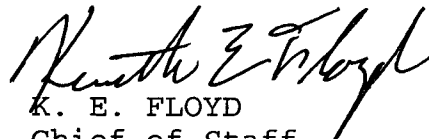evaluation.   The report shall identify deficiencies (major and minor), comments/recommendations and commendatory items. Commanding Officer's shall submit a Report of Corrective Action, using the format in enclosure (5), to the TYCOM within 30 working days following receipt of the evaluation report and every 30 days thereafter until all identified major deficiencies are corrected.

D. B. GRIMLAND
Chief of Staff
Chief of Naval Air Training

K. E. FLOYD
Chief of Staff
Commander, Naval Air Forces

Distribution:
CNAP web site
CNATRA web site

AIR TRAFFIC CONTROL (ATC)
NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION
(NATOPS) EVALUATION
Schedule of Events

1. <u>Preparations and Notification</u>

    a. Establish ATC NATOPS evaluation date.

    b. Thirty-days prior to the evaluation, TYCOM send intentions message and request electronic copies of:

        (1) Air Operations Manual.

        (2) ATC Facility Manual and facility directives.

        (3) OPAREA Manual (if applicable).

        (4) Other items as appropriate.

    c. TYCOM Coordinate with the SATO for billeting and transportation arrangements.

    d. ATCFO/GEMO schedule Evaluation Team briefs with:

        (1) Operations officer (in-brief/out-brief).

        (2) Commanding officer (in-brief if requested/out-brief).

    e. ATCFO/GEMO schedule Evaluation Team interviews with the following:

        (1) Facility Officer and Leading Chief Petty Officer.

        (2) Branch Chiefs.

        (3) Watch standers.

2. TYCOM conducts NATOPS Evaluation.

AIR TRAFFIC CONTROL (ATC) NAVAL AIR TRAINING AND OPERATING
PROCEDURES STANDARDIZATION (NATOPS) EVALUATION
ATC Orientation Briefing

1. Facility organization

    a. Organizational diagram.

    b. Management positions:

        (1) Incumbents.

        (2) Expected changes.

        (3) Organizational relationships.

    c. Use of special category FWS (if applicable).

2. Personnel

    a. BA, NMP, COB.

    b. Civilian personnel designated as essential employees (as applicable).

    c. Manpower projection.

    d. Watchbill.

    e. TAD requirements.

    f. Use of USNR personnel (if applicable).

    g. FWS forecast.

    h. ATCS certificate revocations since last evaluation.

    i. COY recognition/awards since last evaluation.

    j. Advancement/retention.

    k. COMRATS/missed meals.

    1. Medical groundings (trend, numbers).

3. Air Activity

    a. Statistics since last evaluation.

    b. Trends.

    c. Airfield operating hours.

    d. Home-based squadrons/aircraft.

    e. Deployment/detachment site for squadrons/aircraft.

    f. Major exercises, etcetera (if applicable).

    g. AICUZ information/issues.

4. Training

    a. Program overview.

    b. Long-range training plan.

    c. Maximum TTH for each operating position.

    d. Average TTH for each operating position.

    e. Qualification statistics since last evaluation.

    f. Monthly training reports.

    g. Training device usage.

    h. Currency requirements.

    i. Annual over-the-shoulder process.

    j. Classroom training.

    k. Tape-talk requirements.

    1. OJT instructor requirements.

    m. Conduct of progress reviews/CEBs.

    n. Airfield vehicle operator's indoctrination course.

5. Flight Planning Branch

    a. Coordination.

    b. Equipment.

    c. Areas of concern.

6. <u>Control Tower Branch</u>

    a. Combining of positions.

    b. Coordination.

    c. Equipment.

    d. Runway selection/runway use program.

    e. Areas of concern (problems associated with areas not visible from the tower, overlapping traffic patterns, etcetera).

7. <u>Radar Branch</u>

    a. Combining of positions.

    b. Coordination (FAA relationship, approach control services, etcetera).

    c. Equipment.

    d. Areas of concern (inadequate radar coverage, air conditioning, etcetera).

8. <u>Airspace Management</u>

    a. Terminal airspace classification/hours.

    b. Description of delegated/assigned airspace.

    c. Listing of special use airspace (if applicable).

    d. Impending airspace changes.

9. <u>Safety</u>

    a. HAZREP/NMAC summary:

        (1) Since last evaluation.

        (2) Dates, unit(s) involved, location, evolution, sectors combined, OJT in progress.

    b. Electrical/personal safety training.

10. <u>Facilities/Physical Plant</u>

    a. Issues (classroom capacity, material condition of the control spaces, runway rubber buildup, etc.).

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   b. OCIR/MILCON summary.

11. <u>Miscellaneous Issues</u>

   a. Landlines (number, type, cost, etcetera).

   b. Conduct of PEBs.

   c. Command-unique items.

   d. Areas of emphasis for evaluation team.

12. <u>Status of Deficiencies from Last Evaluation</u>

13. <u>Following the orientation briefing, provide the evaluation
team with the following</u>:

   a. Current watchbill.

   b. Enlisted Distribution Verification Report (EDVR).

   c. Officer Distribution Control Report (ODCR).

   d. Activity Manpower Document (AMD) for officers, enlisted,
civilians.

   e. Civilian Position Descriptions (PDs) (as applicable).

   f. Operational Capability Improvement Request (OCIR) file.

   g. PEB file.

   h. All ATC/Airspace associated LOAs/MOAs/MOUs.

   i. Air Operations Manual.

   j. ATC Facility Manual and facility directives.

   k. OPAREA Manual (if applicable).

   l. Legal description of terminal airspace.

   m. FLIP products covering ATCF (i.e., IFR supplement,
terminal booklets, en route charts, NGA published facility
procedures including PALS approaches, etcetera).

   n. Latest DP/SIAP/MVA approval letter from NAVFIG.

   o. Commissioning and latest flight inspection reports for
all navigation facilities.

p. Copy of latest FAA SUA review (if applicable).

q. Airfield waivers.

r. CTO Examiner designation letter (if applicable).

s. ATCS Examiner designation letter (if applicable).

t. CALO designation letter (if applicable).

u. Reduced runway separation approval letter (if applicable).

v. Last three Air Activity Reports.

AIR TRAFFIC CONTROL (ATC) NAVAL AIR TRAINING AND OPERATING
PROCEDURES STANDARDIZATION (NATOPS) EVALUATION
GEM Orientation Briefing

1. GEM Organization

    a. Organizational diagram.

    b. Management positions:

        (1) Incumbents.

        (2) Expected changes.

        (3) Organizational relationships.

2. Personnel

    a. BA, NMP, COB.

    b. Civilian personnel designated as essential employees (as applicable).

    c. Manpower projection.

    d. Watchbill.

    e. TAD requirements.

    f. NECs required to support installed equipment.

    g. ETOY recognition/awards since last evaluation.

    h. Advancement/retention.

3. Training

    a. Program overview.

    b. Qualification percentage.

    c. Long-range training plan.

4. Equipment Maintenance Program

    a. Equipment location (i.e., remote sites).

    b. Trouble call/report process and tracking.

    c. 3M.

    d. Outstanding CASREPs.

    e. Test equipment program.

    f. MDAS reporting.

5. <u>Supply</u>

    a. OPTAR status.

    b. DLR expenditure tracking.

    c. Plant/minor property accountability.

6. <u>Safety</u>

    a. CPR qualifications.

    b. MSDS.

    c. Workplace inspection results.

    d. Injuries and occupational illnesses.

7. <u>Facilities/Physical Plant</u>

    a. Issues (classroom capacity, material condition of spaces, etcetera).

    b. Generators (testing periodicity), UPS, landlines, etcetera.

8. <u>Miscellaneous Issues</u>

    a. Command-unique items.

    b. Areas of emphasis for evaluation team.

    c. Areas requiring TYCOM assistance.

9. <u>Status of Deficiencies from Last Evaluation</u>

10. <u>Following orientation briefing, provide the evaluation team with the following:</u>

    a. Current watchbill.

    b. Enlisted Distribution Verification Report (EDVR).

AIR TRAFFIC CONTROL (ATC) NAVAL AIR TRAINING AND OPERATING
PROCEDURES STANDARDIZATION (NATOPS) EVALUATION
Sample Report of Evaluation Findings

3722
Ser/xxxx

From: *Commander, Naval Air Force, U.S. Atlantic Fleet (N37) or*
Commander, Naval Air Force, U.S. Pacific Fleet (N37) or
Chief of Naval Air Training (N332)
To: Commanding Officer/Officer in Charge

Subj: REPORT OF {*COMNAVAIRLANT/COMNAVAIRPAC/CNATRA*} AIR TRAFFIC
CONTROL (ATC) NATOPS EVALUATION

Ref: (a) NAVAIR 00-80T-114
(b) COMFLTFORCOM Message DTG 091737Z DEC 03
(c) COMNAVAIRFORINST 3722.5/CNATRAINST 3722.2

Encl: (1) Evaluation Team Findings (ATC)
(2) Evaluation Team Findings (GEMD)

1. Per references (a) through (c), {*COMNAVAIRLANT/COMNAVAIRPAC/
CNATRA*} conducted an ATC NATOPS evaluation at {*command*} during
the period of {*dates of inspection*}. Using reference (a),
specific functional areas addressed included: Air Traffic
Control administration, training, control tower, radar, and
flight planning operations; Ground Electronic Maintenance
administration, procedures, safety, and the material condition of
Naval Air Traffic Control Air Navigation Aids and Landing Systems
(NAALS) associated equipment; and overall command support for the
ATC and NAALS programs.

2. A preliminary report of the team's findings was briefed to
the Commanding Officer on {*date*} and enclosures (1) and (2) are
forwarded for appropriate action.

    a. Overall, the Air Traffic Control (ATC) Facility is rated
as {*Unsatisfactory, Satisfactory, Good, Excellent, Outstanding*},
with {*discrepancies, exceptions, etc*} as noted in enclosure (1).

    b. Overall, the Ground Electronics Maintenance Division is
rated as {*Unsatisfactory, Satisfactory, Good, Excellent,
Outstanding*}, with {*discrepancies, exceptions, etc*} as noted in
enclosure (2).

    c. {*Other comments as deemed appropriate*}

Enclosure (4)

3. Items identified as major deficiencies require a plan of action and milestones be developed and forwarded to {*COMNAVAIRLANT/COMNAVAIRPAC/ CNATRA NXX*} within 30 working days following receipt of this letter and every 30 days thereafter until all actions are completed. Minor deficiencies require a one-time completion report.

Signed

Copy to:
CNO (N785F)
COMFLTFORCOM Norfolk, VA (N331)
COMNAVRESFOR {*as appropriate*}

AIR TRAFFIC CONTROL (ATC) NAVAL AIR TRAINING AND OPERATING
PROCEDURESSTANDARDIZATION (NATOPS) EVALUATION
Sample Report of Corrective Action

3722
Ser/xxxx

From: Commanding Officer/Officer in Charge
To: Commander, Naval Air Force, U.S. Pacific Fleet (N37) or
        Commander, Naval Air Force, U.S. Atlantic Fleet (N37) or
        Chief of Naval Air Training (N332)

Subj: AIR TRAFFIC CONTROL (ATC) NATOPS EVALUATION REPORT OF
        CORRECTIVE ACTIONS

Ref: (a) COMNAVAIRFORINST/CNATRAINST 3722.5
        (b) COMNAVAIRPAC ltr 3722 Ser N37/xxxx of xx xxx xx or
            COMNAVAIRLANT ltr 3722 Ser N37/xxxx of xx xxx xx or
            CNATRA ltr 3722 Ser N332/xxxx of xx xxx xx

1. Per references (a) and (b), the following corrective actions
have been taken:

    a. Air Traffic Control - Major Deficiencies

        (1) Restate deficiency {if none state so}

            (a) ACTION TAKEN: {Command policy/facility directive,
work request, etc.}

            (b) MANAGEMENT CONTROLS: {Plan(s) to prevent similar
occurrences}

            (c) STATUS: {Closed or open, including estimated
completion date}

        (2) {Continue format above for multiple deficiencies}

    b. Air Traffic Control - Minor Deficiencies

        (1) Restate deficiency {if none state so}

            (a) ACTION TAKEN: {Command policy/facility directive,
work request, etc.}

Enclosure (5)

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(b) MANAGEMENT CONTROLS: *{Plan(s) to prevent similar occurrences}*

(c) STATUS: *{Closed or open, including estimated completion date}*

(2) *{Continue format above for multiple deficiencies}*

c. Ground Electronics Maintenance - Major Deficiencies

(1) Restate deficiency *{if none state so}*

(a) ACTION TAKEN: *{Command policy/facility directive, work request, etc.}*

(b) MANAGEMENT CONTROLS: *{Plan(s) to prevent similar occurrences}*

(c) STATUS: *{Closed or open, including estimated completion date}*

(2) *{Continue format above for multiple deficiencies}*

d. Ground Electronics Maintenance - Minor Deficiencies

(1) Restate deficiency *{if none state so}*

(a) ACTION TAKEN: *{Command policy/facility directive, work request, etc.}*

(b) MANAGEMENT CONTROLS: *{Plan(s) to prevent similar occurrences}*

(c) STATUS: *{Closed or open, including estimated completion date}*

(2) *{Continue format above for multiple deficiencies}*